

### CASUAL EMPLOYEE CHECKLIST

1. What is the job title of the alleged casual employee? Describe the duties.
2. Does the employee perform work which is the same as or similar to regular employees?
3. To whom (name and title) does the employee report? Describe the supervisory hierarchy of the employer.
4. Does the employee have regular contact with regular employees? Does s/he work in the same general area?
5. Does the employee work a regular schedule? How many hours per week? Month? Year? How many days per week?
6. Is the employee paid per diem, hourly wages, salary or by some other method?
7. What is the employee's rate of pay? What fringe benefits are offered? How do they differ from the rates of pay and fringe benefits of regular employees?
8. Does the employee accrue seniority? Is the employee covered by tenure provisions?
9. Is there training required for the employee's position? Is the employee eligible for training offered to regular employees?
10. Is the employee subject to performance evaluation? Disciplinary procedures?
11. Does the employer have control over the employee's wages, benefits and working conditions?
12. For how long has the employee been employed?
13. Is the employment per event? Describe the event(s).
14. Is the employment seasonal? Describe the season.
15. Are there any limits on the extension of appointment or reappointment of the employee? Is there a definite termination date?
16. Does the employee have hiring preference for future employment in the same or a similar position? For regular employment?

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17. Are there any regular employees who were formerly employed in alleged casual positions?  
How many?
18. Is there a class or category of alleged casual employees? How many employees are considered to be in this group? What is the size of the employer's total workforce?
19. Based on the factors identified above, describe how the hours, pay, benefits and other working conditions of the alleged casual employees differ from, or are similar to, those of regular employees.
20. What percentage of the alleged casual employees are laid off and not reemployed at the end of their appointment, event or season? What percentage of the employees have been reappointed or reemployed?

THIS CHECKLIST SHOULD BE USED IN CONJUNCTION WITH THE COMMUNITY OF INTEREST CHECKLIST (PERB-862).